

28 January 1954

Subject: Check List for Writing of One Paragraph Summaries for  
Inclusion in Master Catalog of Cases and Other Matters  
Under Examination

Purpose of One Paragraph Summaries:

There follows a list of suggestions for the guidance of Transaction Section analysts in the preparation of one paragraph summaries which will make up a master list of cases and other matters upon which the Section is working at any given time. The purpose of such a list is to enable all analysts to prepare summaries in the same general format and to set forth uniformly selected data believed pertinent to these case summations.

It is contemplated that these suggestions and criteria will not only assist in the preparing of a uniform and informative master catalog for the various uses in E/ST and D/E described below but also will answer requirements of the Diversion Control Net and permit the cooperating agencies in the Net to coordinate their work from a single master list of transaction cases and matters. Both State and FOA/MDAC have indicated that they are looking to our office to devise and provide such a master catalog, which those agencies in turn will adopt for their own uses. In particular, those agencies will look to us to provide the name and assign a number to each case and they will arrange their file in accordance with our system.

Check List:

(1) Numbering of Cases: For accounting and organizational control purposes and also to provide a short code title, each case or other matter deemed worthy of preliminary investigation, surveillance or case analysis will receive an identifying number, assigned from a master list maintained by E/ST. Whenever an analyst prepares a summary on a new surveillance or case analysis he will arrange that the next open number from the master list be assigned this transaction. Through the Diversion Control Net, other agencies will also request the initiation of additional cases.

(2) Assignment of Official Title: Each file will receive a title selected by the E/ST analyst. The name of the most active participant in the transaction will be selected, to which will be added the name of that participants country and an identification of the commodity concerned. Also as part of the title the name of the E/ST analyst is shown and the symbols "I", "II", and "nc" as appropriate.

(3) Date of Preparation of Summary: Each summary should be dated indicating that the situation reported is based on information available to that time.

(4) International List Number: In the body of the summary the analyst should include the IL number of the commodity involved.

(5) Quantity and Value: The summary should state the quantity of the commodity involved when known. If a value figure is given in the basic material this should be mentioned in the summary.

(6) Method or Technique of Diversion: In the text of the summary indicate in a sentence or phrase the method or technique utilized to evade controls.

(7) Names of participants: The names of all important participants should be listed in the body of the text as well as the name of the city or country associated with each participant. The role of each participant should be identified where practicable.

(8) Current Status of Procurement Effort: Indicate in the text how far the situation under investigation has progressed. Use dates when they assist in clarification.

(9) Evaluations:

(a) Insert evaluations of statements where such guidance would be useful to the reader. However, these one paragraph summaries are principally factual in character, and the analyst should be careful not to leave his text so ambiguous that the reader cannot tell whether the evaluation is that of the field collector or source or that of the summary writer.

(b) Be cautious about making evaluatory comments where it is likely that action agency recipients of the summary may know more about a new and developing situation than does the analyst writing the summary.

(c) In general CIA-origin material is more suitable for an explanatory evaluating comment than material originating in other agencies.

(10) Sources: All communications collected related to each situation should be listed in the summary of that situation. Exceptions to this general rule is as follows:

(a) If the sources are too numerous to make complete listing practical, select and list those that are important to detailing the case.

(b) The List of sources should include CIA-origin as well as State Department origin communications. Therefore, it may be necessary to obtain clearances for CIA-origin material which has not been cleared previously.

(11) Revision of Summary Paragraphs: It is anticipated that most summaries in the one paragraph form will not need revision, on the theory that a more detailed case analysis by the

time when it might be necessary to revise the one paragraph summary. However, important communications received subsequent to the preparation of the list of references which is part of the one paragraph summary may need to be added to that summary. The procedure for accomplishing this will be for the analyst to keep a pencil record of additional communications applying to his numbered cases, and at regular intervals a "reference supplement" to the master list will be prepared setting forth case numbers and any associated communication. This will be disseminated to Diversion Control agencies, and a secretary in each of those agencies can use this document to make pen and ink additions to the summaries previously distributed.

Possible Uses of Master Catalog:

The one paragraph summaries are primarily intended for the working use of the DCN, specifically for the purpose of helping coordinate intelligence and action among the Net agencies. The longer, Detailed case analyses prepared on each case serve a different purpose. While it is desirable to prepare the detailed analyses as promptly as possible for the potential use of action agencies, the data available and work priorities do not always make it possible or useful to prepare such complete analyses in the early stages of investigations.

The one paragraph summaries described above will serve principally as a master catalog for all DCN agencies, including eventually, USRO/Paris. This catalog will identify cases and other matters believed to be of possible current interest. The brief summaries will supplement and make more meaningful the telephonic contacts between agencies in the dissemination of current intelligence and the coordination of anti-diversion action. A master catalog should assist in maintaining security in inter-agency telephonic contacts. The availability of a master catalog in each interested agency should assist in the uniform collation of documents.

The one paragraph summaries are expected to serve the following additional purposes:

- (a) provide information for the guidance of those responsible for processing communications and routing documents to the transaction analysts in E/ST;
- (b) provide each transaction analyst with a catalog of cases for which he is currently responsible;
- (c) provide Chief, E/ST and D/E with an informative but succinct catalog of transaction cases and matter for general information, for use in preparation of monthly reports and to permit Chief, E/ST to maintain that degree of flexible control which he may desire in the overall supervision of the analysis work;
- (d) provide for transaction analysts in E/ST a master catalog on all situations under current analysis; separate sets of catalogs will be maintained, (1) by commodities by IL numbers, (2) by chronological case numbers

and (3) in accordance with the working status in E/ST of individual cases and matters;

(e) those situations under investigation that require security clearance of component communications can be filed separately, if desired, as an aid to the organization of security clearances in general.